

# MULTIPLE CHOICE TEST TAKING TIPS

- Read every passage thoroughly and closely.
- Read the question before you look at the answer.
- Come up with the answer in your head before looking at the possible answers, this way the choices given on the test won't throw you off or trick you.
- Eliminate answers you know aren't right.
- Read all the choices before choosing your answer.
- Be sure to read EVERY answer choice completely – even if you know for certain that B is right.
- Don't leave any answers blank. At least eliminate the answers you know are incorrect and make an educated guess from there if you must.
- Don't keep changing your answer; usually your first choice is the right one, unless you misread the question.
- In "All of the above" and "None of the above" choices, if you are certain one of the statements is true don't choose "None of the above" or one of the statements are false don't choose "All of the above."
- In a question with an "All of the above" choice, if you see that at least two correct statements, then "All of the above" is probably the answer.
- Usually the correct answer is the choice with the most information.
- Resist the urge to finish as fast as possible. Take your time.
- Review your test to make sure that you have answered all questions, did not mismark answers, or did not make simple mistakes.

## TRUE/FALSE TEST TIPS

### 1. Read **SLOWLY** and **CAREFULLY**

- A single word can make a true sentence false. If you read too quickly you may miss the word that changes the statement

Example: The novel *Romeo and Juliet* was written by William Shakespeare.

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Explanation – The word **novel** is a false detail that makes the entire statement false because *Romeo and Juliet* is a play not a novel.

### 2. **Never Say Never**

- **Questions that make broad, general, or absolute statements are usually false** (Even though the statement is *usually* true it doesn't mean that it's *always* true)
- If even one exception can be found, the statement is false
- Watch out for words like:
  - All
  - Only
  - Always
  - Never
  - None
  - Everyone
  - Every

These words turn general statements into limiting statements, often making them false

Example: All Monte Vista students always dress up for spirit days.

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Explanation – The words **All** and **always** make this a limiting, false statement

3. **Statement with General Qualifiers Are Usually True**

- Look for words like:
  - Often
  - Usually
  - Rarely
  - Sometimes
  - Generally

Example: Most Monte Vista students generally dress up for spirit days.

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Explanation – The words **Most** and **generally** show there is room for some students not to dress up therefore making this a true statement.

4. **Double Negatives**

- Look out for Double Negatives in text questions
- When you find a double negative – cross both negative statements out and read the question again.
  - Example: He was not unfaithful.  
He was ~~not~~ unfaithful.

Example: Romeo doesn't dislike Juliet.

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Explanation – Romeo ~~doesn't~~ dislikes(s) Juliet. Crossing out the double negative shows us that the answer is true.

5. **If Any Part of the Statement is untrue, the answer is False.**

Example: Both boys and girls take History, but only girls take English.

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Explanation – Even though the first part of the statement is true, the second part is false. Therefore, the correct answer is false.

6. **If you have absolutely no clue, guess True.**

- Statistics show that the correct answer is true more of the time